



JOB TRAINING & ECONOMIC DEVELOPMENT (JTED) PROCEDURES MANUAL PY 2021

Chapter 1 – JTED Program Overview ([PDF](#))

Chapter 2 – Program Categories ([PDF](#))

Chapter 3 – Recruitment and Engagement ([PDF](#))

Chapter 4 – Intake Process & Career Planning ([PDF](#))

Chapter 5 – Sector -Based Learning & Work-Based Learning

Chapter 6 – Program Outline of Services

Chapter 7 – Program Goals & Outcomes

Chapter 8 – Case Notes & Documentation ([PDF](#))

Chapter 9 – Placement & Follow-Up Services

Chapter 10 – Illinois workNet (IwN)

Chapter 11 – Program Administration ([PDF](#))

Chapter 12 – Regulations, Financial Management, and Reporting









Chapter 13 – References

Procedures Manual Quick Start Guide ([JTED Partner Guide](#))

PREFACE: USING THIS MANUAL

ICON DEFINITIONS

Throughout the manual, you will find various icons to guide you. The table below lists the meaning for each icon.

 Help	Directs the Grantee to information they need.
 Checklist	A checklist that the Grantee can follow to complete a task.
 Tip	Suggestions for handling things more efficiently.
 Example	A specific example of an activity, a document, etc.
 Definition	Explains key terms.
 Exception	A way of doing something that is an exception to the general rule and a description of why it is an exception.
 Important	Briefly states or refers the Grantee to specific procedures that implement policy.
 	Highlights related resources.

UPDATES TO MANUAL

This manual is a resource for your organization in the implementation of the Job Training and Economic Development (JTED) Grant Program. We would appreciate any feedback you might have to make this document as useful as possible. Feedback may include, but is not limited to the following:

- Additional information that is either helpful or absolutely needed
- Information in this manual that is misleading
- Information in this manual that is confusing

Please send any comments or updates regarding the JTED Manual to Tammy Stone at tammy.stone@illinois.gov.

If you have any questions regarding Illinois workNet (IwN) System, please contact: Natasha Telger at natasha.telger@siu.edu or David Garvey at david.garvey@siu.edu.

The Illinois Department of Commerce and Economic Opportunity, Office of Employment and Training (OET) is a vocal advocate for Diversity, Equity, and Inclusion (DEI) initiatives and activities. OET welcomes partnerships with grantees who are committed to building inclusive and varied workplaces which welcome people of all backgrounds and beliefs. Professional development and training opportunities will be made available to grantees for DEI and other topics throughout the duration of the grant. Grantees are encouraged to pursue their own DEI platforms that follow the equity activities of the Illinois Workforce Innovation Board (IWIB).